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28 June 1955

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MEMORANDUM FOR: Deputy Director (Support)

REFERENCE: Paragraph 5 in the attached cover page.

1. Your January 6, 1955 policy position is alright for an interim - as you intend. However, the situation just begs for simplification and orderliness on the following lines: (as proposed in the Management manpower paper dated 28 March 1955)

a. Put each office on a workburden staffing pattern. This means the establishment of the proper number of positions to discharge the work of the office as of a given time. Such staffing patterns carry automatically identical ceiling totals.

b. Push Personnel to fill these positions.

c. Addition to the staffing pattern means automatic addition to the office component ceiling and hence, of course, Agency ceiling.

d. Wipe out all excess ceiling positions not encumbered by staffing patterns as established above.

2. When an office realizes that it can get prompt appropriate consideration for more ceiling positions above the staffing pattern, if justifiable, then the existing habit of holding tightly to everything they've got will disappear.

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Chief, Management Staff

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